

# TRUSTMOORE

*Would you like to work at one of the finest financial services companies based in Amsterdam? Would you like to work in a professional, hands-on, informal environment and ready for your next career step? And would you like to be part of our exciting legal team?*

Then you could be the

## **SENIOR LEGAL ACCOUNT MANAGER – CORPORATE EXPANSION SERVICES**

we are looking for!

### **WHAT WILL YOU DO?**

As a Senior Legal Account Manager (SLAM) you are part of an assigned client team and work closely with the (Junior) Legal Account Managers and Financial Account Managers in order to continuously exceed our client's expectations. The SLAM will be responsible for all legal matters of our fast-growing portfolio of client entities. The SLAM is expected to continuously develop both personally as well as professionally and deliver added value to all disciplines within Trustmoore and contribute to the further growth of our office.

Main responsibilities are:

- Keeping a client portfolio of various types of clients in legal good standing in accordance with law.
- Drafting and reviewing legal documentation of a general civil- and corporate law nature (such as board- and shareholder's resolutions, power of attorneys, loan agreements and contracts etc.).
- Coordinate the incorporation, maintenance, and/or dissolution of client companies.
- Working with potential clients on the client acceptance procedure and handling ongoing compliance reviews and procedures.
- Building and fostering strong relationships with international clients.
- General communication / coordination with clients, (tax) advisors, lawyers, banks, notaries and authorities.
- Administrative handling of various legal and financial documents.
- Arranging, participating and taking minutes of board, client or shareholder meetings.
- Involvement in business development activities.
- Mentor, train and motivate (junior) legal account managers and act as sounding board.

## WHERE WILL YOU BE WORKING?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. We score as a team and our colleagues are on top of their game.

We are a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi-Family Office Services and Corporate Expansion Services.

On daily basis, with a team of more than 200 of the best people in the business, services are delivered with dedication and personal attention. You will be working in a dynamic and continuously changing international environment. We are proud of our informal culture, which encourages a healthy balance between hard work and good fun.

We pride ourselves of working with well-known law offices, notaries, tax advisors and banks. We want to excel in what we do, nothing more, nothing less.

You will be working in one of the most beautiful areas of Amsterdam, in chic buildings within walking distance from the Vondelpark. Our garden is ideal for barbecue gatherings and celebrations. Our office is easily accessible by both private and public transport.

You will receive a competitive salary, pension and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport events with your colleagues;
- Our annual ski trip;

Interaction with More than 70 international colleagues in Amsterdam and more than 200 colleagues worldwide;

## HOW DO YOU FIT IN THE TEAM?

As a Senior Legal Account Manager, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. A helicopter view is required, since you are responsible for the legal processes and deadlines of your client companies. You are proactive, know what you are capable of, possess good communication skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- Have a university Degree in Law (corporate/ company/ fiscal law).
- 5 years of experience in the fiduciary/corporate services.
- Excellent communication skills in Dutch and English, both orally and in writing.
- Extensive knowledge of relevant local and international regulations.
- Strong analytical skills.
- Self-motivated.
- Ability to work on multiple issues, change priorities and organize workload.
- Quality focused business-minded with the ability to deliver excellent service to our clients.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please contact Pauline Wolf by email [pauline.wolf@trustmoore.com](mailto:pauline.wolf@trustmoore.com) .

## ABOUT US

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We are in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that, and we call it being professional in a non-corporate way.



## DO YOU WANT TO LEARN MORE ABOUT US?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.